# State of California



## Pre-Wave Tips and Tricks
## Version 1.0

**June 2013**

# General Tips

- An asterisk (*) in a field indicates that field is required field – data needs to be entered and field cannot be left blank.

- You should continue to access SB/DVBE information and CSCR functionality in BidSync.

- You can use a percent (%) sign as a wild card in searches.

- Do not use browser "Back" or "Forward" buttons. Instead, use breadcrumbs or other system features.

# Requisition Tips

- Vendor is not a required field on the requisition. However, the Vendor field **is required** in the purchase order.

- In order to add items to a requisition, you can go to Add Items and Services > Special Request > Special item in eProcurement.

- To search for a UNSPSC value in requisitions, click on the "Category" look-up from requisitions, click the "Search By" drop down and select "Description" or "Category". Enter a value to search. **Do not leave the field next to the drop down box blank before clicking the "Find" button.** This will cause the system to go into an extended search due to the amount of data. Always narrow down the search as much as possible so this does not occur.

# Purchase Order Tips

- SCO requires the printed name, title, and signature on the "Authorizing Signature" box of a dispatched purchase order in order to process payments.

- Purchase orders must go through the dispatch process to allow receiving and payment.

- During Pre-Wave, purchase orders must be printed and signed (after the dispatch process).

- UNSPSC codes must be eight digits (no zeros as place holders).

- You must use standard comments when issuing a purchase order. Standard comments have been provided to reduce department data entry. The delivered standard comments include funding information, purchasing authority number, procurement method and terms and conditions. The "Send to Vendor" box needs to be checked for these comments. SCO will not make payment on purchase orders that do not have this information.